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## February 25, 2011 Approved Minutes

SWOSU Faculty Senate

### Abstract

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**Southwestern Oklahoma State University**  
**Faculty Senate Meeting**  
**February 25, 2011**  
***APPROVED* Faculty Senate Meeting Minutes**

- I. Call to Order:** The February 25, 2011 meeting of the Faculty Senate was called to order at 2:04 p.m. in Education 201 with FS President Muatasem Ubeidat presiding.
- II. Establish Quorum:** The following members were present: Warren Akers, John Bradshaw, Kathy Brooks (Sayre), Erin Callen, Dayna Coker (Sayre), Kevin Collins, David Esjornson, Fred Gates, Terry Goforth, Rita Hays, Todd Helton, E.K. Jeong, Dick Kurtz, Sophia Lee, Jim Long, Scott Long, Ralph May, Evette Meliza, Warren Moseley, Edna Patatanian, Eric Paul, Chad Ramirez, Les Ramos, Ann Russell, Muatasem Ubeidat, Tamra Weimer, Dennis Widen, and Jonathan Woltz.
- III. Certification of Substitutes:** None
- IV. Presentation of Visitors:** Shelby Unruh, the SWOSU New Student Orientation Coordinator presented an overview of the duties and training for the student orientation leaders.

Fifty current SWOSU students have been selected as Orientation Leaders. Orientation Leaders work January through November. The primary duties of the Orientation Leaders are to help with the New Student Orientation session days, and to assist faculty in the Freshman Orientation sections.

All Orientation Leaders attend a 16-week (2 hour/wk) Student Leadership Course. The course includes public speaking, departmental presentations, small group facilitation, and informational references about SWOSU. Customer service training, based on the FISH method represents a significant topic. The FISH method for customer service comes from a fish market (Pike Place Market) in Seattle. The four principles are “Play”, “Be There”, “Make Their Day” and “Choose Your Attitude”. These principles are designed to maintain a positive environment. Orientation Leaders are trained to avoid repeating hearsay, which may negatively reflect on university facilities, faculty, and staff. The Orientation Leaders also sign a code of conduct acknowledging their status as role models for their behavior, job performance, and educational progress.

There are currently 950 students on file for the six upcoming new student enrollment sessions. There will be about 160 students present for the first enrollment on March 29. The other five sessions are scheduled for April 8, April 20, June 13, July 21, and August 12. There was a question from the faculty about the role of the Orientation Leaders during the time when a faculty member enrolls a new students in fall classes. Shelby Unruh emphasized that the Orientation Leaders are not involved in that process. Faculty should expect the Orientation Leaders to direct any students who wish to change their schedules to the Student Union. Staff will be available from 1:00 – 3:30 to deal with schedule changes.

There are 37 sections of Freshman Orientation available for the Fall 2011 semester. Nineteen of the sections meet twice a week for four weeks. The rest of the sections are scheduled once a week for eight weeks. There is one Orientation Leader assigned to each section. These

Orientation Leaders are trained to assist the faculty volunteers with the Freshman Orientation course.

Shelby Unruh encourages the faculty to provide her with any feedback regarding questions about the duties and performance of any Orientation Leader.

**V. Approval of Minutes:** Minutes of the January 28, 2011 meeting were approved by voice vote.

**VI. Announcements:**

**A. FS President Muatasem Ubeidat:**

**1. From President Beutler:** The University administration is looking at awarding Walter Stanley Campbell an honorary bachelor's degree from SWOSU. SWOSU currently issues honorary bachelor and master degrees. In this case, Mr. Campbell was a 1908 graduate of Southwestern Normal and our first (and so far only) Rhodes Scholar. Due to politics, our degree granting authority was suspended at that time and he was never awarded the degree. Campbell went on to write dozens of books on western history and taught for several years at OU. Walter Campbell's family has recently given the University a collection of his books. The University would like to posthumously award a degree and will do a news release sometime soon.

**2. From the Executive Council:**

- a. Possible establishment of a dual degree program with the National Sun Yat-Sen University (NSYSU) of Kaohsiung, Taiwan. The program would involve 2 years of study at both Universities. SWOSU students would be given free housing in Taiwan.
- b. Possible Changes to Graduation Ceremonies. Possibility that the current "Rainy Day" schedule will become the standard schedule for graduation. The individual colleges would hold separate graduation ceremonies.
- c. Mr. Fagan announced that governor is proposing 3% cut in the overall higher education budget. (Important: 3% total, not 3% plus lost stimulus funds). The State legislature will not pass a final budget until end of May.
- d. Governor Fallin is scheduled to be the keynote speaker at PLC Banquet, April 4.
- e. Non-Resident Tuition Charges: Mr. Fagan mentioned the practice of some RUSO campuses and other institutions of adding a tiered surcharge for out-of-state students; variations include exempting students in counties that border Oklahoma. President Beutler mentioned the possibility of keeping any possible tiered surcharges as a contingency for future.
- f. Four-Day Work Week at Sayre Campus: Mr. James reported on last summer's experiment with a four-day workweek on the Sayre campus. Results: some cost savings, improved morale, and no drop in enrollment. They will try again in 2011, beginning June 5<sup>th</sup>. President Beutler is soliciting faculty input on the possibility of four-day summer schedule at the Weatherford campus.
- g. Information Regarding Faculty and Staff who are Foreign Nationals: Mr. Misak will recommend to the President that foreign nationals be required to retain their

own legal counsel (includes students, faculty, and staff). Legal problems can arise with the H1-B visa. Many foreign nationals come to the US with an H1-B visa and seek to obtain a Permanent Resident Card (form I-151), known informally as a green card. Before an H1-B visa can be issued, SWOSU must first do an expensive national search demonstrating that the H1 faculty is irreplaceable. If H1 faculty member is non-continued, SWOSU is vulnerable to charge that original claim—H1 faculty member is irreplaceable—was not made seriously.

- h. Other Business: Early 2010 census data indicates that the Weatherford population is now 10,833 (up 9% from the 2000 census).

**B. Secretary/Treasurer David Esjornson:**

1. **Roll Sheet** – please sign.

2. **Treasurer’s Report: No activity in either account.**

- i. BancFirst Checking Account

January Meeting Balance:	\$2126.55
CURRENT BALANCE:	\$2126.55

- j. University account:

January Meeting balance:	\$106.00
CURRENT BALANCE:	\$106.00

**C. FS President-elect Kevin Collins:** Nothing to report.

**D. FS Past President Scott Long:** Nothing to report

**E. Student Government Representative:** not present

**VII. Reports from standing or ad hoc committees:**

**A. Report from the Faculty Senate University Policies Committee:**

Extension of the Grade Submission Deadline

The Faculty Senate University Policies Committee met with Mr. Daniel Archer, Registrar, to discuss the possibility of extending the grade submission deadline. The committee expressed faculty concerns regarding the difficulty of grading final exams administered on the last day of finals, particularly if the exams are subjective in nature. Mr. Archer has agreed to extend the deadline from noon to 5 p.m. on the last Thursday of the Fall and Spring semesters (effective Spring 2011). At this time, a number of factors serve as challenges to extending the deadline even further (e.g., Friday or the following Monday). These challenges include:

1. Due to the nature of the university administrative computer system, ITS is required to essentially “shut down” the system at 5 p.m. on the Friday after finals to allow for dedication to grade and related data processing over the weekend. If the deadline were extended to the following Monday, the system would not be able to accommodate the normal weekday demands plus grade processing.
2. Grade checks are currently performed by hand; thus, adequate time is required to complete this process after finals, particularly for students who are scheduled to graduate or who may be affected by academic probation or suspension. However, Mr. Archer informed the

committee that an automated grade check system is scheduled for implementation within the next year or two. The possibility of further extension of the grade submission deadline may be discussed at that time.

3. The current Thursday deadline allows completion of the grade checks and printing of diplomas so that graduates may pick up diplomas in the Registrar's office after the Saturday morning commencement. Extension of the grade submission deadline to later on Friday or the following Monday would likely require the mailing of diplomas. At the May commencement, about 250-300 students pick up their diplomas, which avoids a mailing cost of \$1,200-\$1,500. The committee also discussed alternative solutions to the grade submission deadline issue. One possibility is to start the final exam period on Wednesday instead of Thursday. Dead days would be limited to Monday and Tuesday, allowing most courses to have one last session before finals. Finals would end on the following Tuesday, which would allow almost two full days before the grade submission deadline. However, this solution would require the first day of classes each semester to be Tuesday, instead of Wednesday, which may create a number of challenges (e.g., enrollment and certain committee sessions, such as the hearing of student appeals by the Academic Advisory and Scholarship Council, have been scheduled for the Tuesday before the first day of classes). Another solution may be to require graduating seniors to begin finals earlier, allowing additional time for grade submission, grade checks, confirmation of graduation eligibility, and diploma processing. Grade checks for non-graduating students could then be performed at a later time, thus allowing flexibility for grade submission.

Respectfully submitted, Faculty Senate University Policies Committee

#### **B. Report from the Faculty Senate University Policies Committee:**

##### **Recommended Changes to the University Finals Schedule**

The Faculty Senate University Policies Committee has reviewed the Finals Schedule for possible revision and changes. It is the opinion of the committee that the current finals schedules for the Fall and Spring semesters are adequate and do not require major revision. The committee recommends that the following additions, deletions, and suggestions be submitted to Dr. Foust and Ms. Carolyn Barron, Office of the Vice President for Student Affairs & Associate Provost, for consideration:

1. Revision of the bolded statement near the top of the page, below the note, to read: All final grades are due in the Registrar's Office by 5:00 p.m., Thursday, [appropriate date] (Mr. Archer has agreed to extend the deadline from 12:00 noon to 5 p.m. on the last day of finals, effective Spring 2011).
2. Addition of "TR" to 12:30-1:45 on the Thursday, 12:30-2:20 time slot and the addition of "TR" to 9:30-10:45 on the Tuesday, 10:30-12:20 time slot for the Fall Finals Schedule.
3. Addition of "TR" to 9:30-10:45 on the Thursday, 10:30-12:20 time slot and the addition of "TR" to 12:30-1:45 on the Tuesday, 12:30-2:20 time slot for the Spring Finals Schedule.
4. Deletion of "Pharmacy" from the Tuesday, 12:30-2:20 Multi-Section time slot for the Fall Finals Schedule and the Thursday, 12:30-2:20 Multi-Section time slot for the Spring

Finals Schedule (College of Pharmacy course finals are scheduled separately).

5. Deletion of “Spanish” from the Friday, 12:30-2:20 Multi-Section time slot for the Fall Finals Schedule and the Wednesday, 12:30-2:20 Multi-Section time slot for the Spring Finals Schedule (faculty in the Department of Language and Literature have indicated there is no need for a multi-section time for Spanish course finals).

6. If possible, provide additional emphasis on the logistics and interpretation of the final exam schedule during new student orientation sessions. In addition, encourage department chairs to review the final exam schedule with faculty to identify specific concerns, such as time conflicts.

Respectfully submitted, Faculty Senate University Policies Committee

**VIII. No unfinished business.**

**IX. New business:**

**A.** The following motion was moved and seconded:

**FS Motion 2011-02-01:**

It is proposed that reserved parking be created for faculty.

The motion failed by voice vote.

*Rationale:* Parking during peak class times is becoming more difficult on campus. When faculty experience commuter delays, parking issues can further delay the faculty. Designated faculty parking areas will alleviate these issues. Many colleges have designated faculty parking. The designated faculty parking will also discourage overnight and long-term parking in classroom areas.

**B.** The following motion was moved and seconded:

**FS Motion 2011-02-02:**

It is proposed that an ad hoc committee be formed to study parking for faculty, staff, and students on the SWOSU campus

The motion passed by voice vote.

*Rationale:* Parking during peak class times is becoming more difficult on campus. Access to several parking areas experience congestion, increasing the time required to park.

Peripheral areas (across from Campus Police building, the Football stadium, and the Rogers and Jefferson Hall dormitory) may be underutilized. Overnight and long term parking in congested areas may also be an issue. The impact of the current reserved spaces on campus and the consequences of increasing reserved parking should be openly evaluated.

C. The following motion was moved and seconded:

**FS Motion 2011-02-03:**

The Faculty Senate commends President Beutler, the Administration, and the staff for their timely notification and overall handling of the recent weather related closings. The Physical Plant workers are to be commended for ensuring the Campus was safe when reopened.

The motion passed by voice vote.

D. Point of information: Days when the University is closed for weather related reasons do not count as leave days. Other leave days due to inclement weather are handled at the departmental level.

- X. **Adjournment:** 3:20 p.m. To caucus by College for faculty senate representation the Presidential Task force for the Awarding of Honorary Doctorates. Mary Aspedon (College of Professional and Graduate Studies), John Hayden (College of Arts and Sciences), and Les Ramos (College of Pharmacy) were selected to represent the faculty.

Respectfully Submitted,

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Muatasem Ubeidat, FS President

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David Esjornson, FS Secretary

**Next Faculty Senate Meeting:  
March 25, 2011 at 2:00 p.m. in EDU 201**